



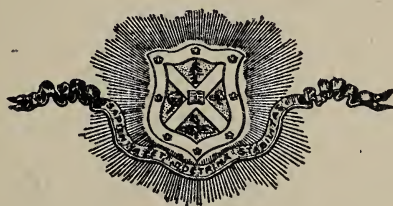






**QUEEN'S UNIVERSITY**

**KINGSTON, CANADA**



**Courses in Commerce  
and  
Administration**



**NINETY-FOURTH SESSION**

**1934-'35**

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**KINGSTON, ONTARIO**

Courses  
in  
Commerce and Administration

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## SESSION 1934-35

### Officers of Administration and Instruction

JAMES RICHARDSON, B.A., LL.D.

Chancellor

W. HAMILTON FYFE, M.A., LL.D., F.R.S.C.

Principal and Vice-Chancellor

RT. HON. R. B. BENNETT, P.C., LL.D.,

Rector

W. E. McNEILL, M.A., Ph.D.

Vice-Principal and Treasurer

JEAN ROYCE, B.A.

Registrar

W. A. MACKINTOSH, M.A., Ph.D., F.R.S.C.

Professor of Economics; Director of Courses in Commerce and  
Administration (on leave of absence)

ROBERT McQUEEN, M.A.,

Visiting Professor of Economics

N. McL. ROGERS, M.A., B.Litt., B.C.L.

Professor of Political Science; Acting Chairman, Department of Political  
and Economic Science

C. E. WALKER, B.Sc.(Acc.), C.A.

Associate Professor of Commerce; Acting Director in Charge of Intramural  
Courses

R. G. H. SMAILS, B.Sc.(Econ.), A.C.A.(Eng.)

Associate Professor of Commerce; Acting Director in Charge of Extramural  
Courses

C. A. CURTIS, B.A., Ph.D.

Associate Professor of Economics

F. A. KNOX, B.A.

Associate Professor of Economics

J. L. McDOUGALL, M.A.

Assistant Professor of Commerce

L. G. MACPHERSON, B.A., C.A.

Instructor in Accounting

R. O. MERRIMAN, M.A.

Tutor in Economics

A. W. CURRIE, B.A., B.Com., M.B.A.

Sessional Instructor in Marketing

## THE ACADEMIC YEAR\*

THE NINETY-FOURTH SESSION of the University will begin on Wednesday, September 26th, 1934, at 8 a.m. Convocation will be held on Wednesday, May 8, 1935 (this date is provisional).

### 1934

*May 1*—Written notice due at the Registrar's Office of candidates' intention to compete for Ontario Matriculation Scholarships.

*July 3*—Registration for Summer School. Registration will not be accepted after July 4 except when special arrangements have been made *before that date*, and on these late registrations the additional fee of \$3 will be charged.

*July 4*—Summer School opens at 8 a.m.

*July 15*—Last day for receiving applications, accompanied by fee, for September examinations, or degrees, from intramural and extramural students.

*Aug. 16*—Summer School closes at 5 p.m.

*Sept. 1*—Arts Supplemental examinations begin.

*Sept. 1*—Last day for receiving applications for the Robert Bruce Bursaries.

*Sept. 11*—Last day for registration of extramural students without extra fee.

*Sept. 18*—Last day of registration for extramural students with extra fee of \$3.

*Sept. 24*—Registration in Arts begins at 2 p.m. for students who are registering for the first time. Such students must submit a certificate of vaccination.

*Sept. 26*—Last day for registration of students registering for the first time. A late fee will be charged after this date (\$3 on September 26 and \$1 a day thereafter).

*Sept. 26*—Registration of intramural students who have been registered in previous sessions (one day only). A late fee will be charged after this date (\$3 on September 27 and \$1 a day thereafter).

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\*The term "Academic Year" used in connection with Regulations and Courses of Study refers to the period extending from October 1 to September 30.

*Sept. 27*—Classes open in Arts at 8 a.m.

*Oct. 6*—Last day for registration of intramural students who have not previously obtained from the Faculty permission to register later.

Mid-term examinations are held the last few days of October and the first few days of November.

*Nov. 1*—Last day for receiving applications, accompanied by fees, from extramural students for December examinations.

*Nov. 10*—Last day upon which applications for Rhodes Scholarships will be received by the Secretary of the Committee on Selections for the Province.

*Dec. 1*—First day upon which extramural students may transfer to intramural classes.

*Dec. 21*—Christmas holidays begin at 12 o'clock noon.

#### 1935

*Jan. 3*—Classes reopen at 8 a.m.

Examinations in half-courses of the first term are held in January between the first and second Saturday of the term.

*Jan. 14*—Lectures in half-courses of the second term begin.

*Jan. 15*—Last day for receiving applications from candidates for the M. C. Cameron Scholarship in Gaelic.

*Feb. 15*—Last day for receiving applications from candidates for the Dominion Entrance Scholarships.

*Feb. 15*—Last day for receiving applications and fees from extramural students for the April examinations, and for degrees.

*Mar. 15*—Last day for receiving applications and fees for degrees from intramural students.

*April 1*—Last day for receiving manuscripts for University Prizes, theses for degrees, and applications for Arts Research Fellowships, Leonard Fellowships and Khaki University Scholarships.

*April 5*—Class work closes at 5 p.m.

*April 9*—Examinations begin.

*April 10*—Last day for extramural students to add classes for the summer session without extra fee.

*April 17*—Last day for extramural students to add classes for the summer session with extra fee.

*April 19*—Good Friday.

*May 8*—Convocation for conferring Degrees, announcing Honours, and distributing Prizes and Medals (this date is provisional).

## CALENDAR

1934

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
...	1	2	3	4	5	6	...	...	...	1	2	3	...	...	...	1	2	3	...	1	2	3	4	5	6	7	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31	...	...	...	25	26	27	28	...	...	...	25	26	27	28	29	30	31	29	30	...	...	...	...	...

MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
...	...	1	2	3	4	5	...	...	...	...	...	1	2	1	2	3	4	5	6	7	...	...	...	...	1	2	3
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31	....	....	24	25	26	27	28	29	30	29	30	31	....	....	....	....	26	27	28	29	30	31	....

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
....	....	....	....	....	....	1	....	1	2	3	4	5	6	....	....	....	....	....	1	2	3	....	....	....	....	....	1
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
23	24	25	26	27	28	29	28	29	30	31	....	....	.	25	26	27	28	29	30	....	23	24	25	26	27	28	29
30	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	30	31	....	....	....	....	....

1935

[illegible][illegible]

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	.....	1	2	3	4	5	.....	.....	.....	.....	.....	.....	1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30	.....	.....	.....	.....	.....	27	28	29	30	31	.....	.....	24	25	26	27	28	29	30	29	30	31	.....	.....	.....	.....

# Courses in Commerce and Administration

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## Aim of the Courses

The Courses in Commerce and Administration were established by the University in 1919 to aid in meeting the demand which exists in Canada for more systematic training for business and public service. A foundation for them had already been built up in the work of the Department of Economics, and particularly in the Courses in Banking established in 1914 by Queen's University in co-operation with the Canadian Bankers' Association.

The Courses are designed to give the prospective man of business some cultural and professional background; to provide him with a perspective which has been too rarely attained by any but the leaders in present-day business. They are further designed to give the student an adequate grasp of the various techniques now being used so extensively. As business becomes more a matter of planning, organizing and accurate analysis and less a matter of mere bargaining, the methods of accurate record and analysis, provided by modern accounting and statistical practice, have become more elaborate and more necessary. Primary emphasis is laid upon the mastery, by the student, of such technical aids and their uses in business and economic analysis. No attempt is made to instruct him in the special technique of individual industries or in the routine phases of business; these the student will obtain much better through his own experience in business than he would through the medium of the class-room.



In keeping with this policy the student will be discouraged from thinking that his college training will obviate the necessity of a probationary period in his chosen work and enable him to begin at or near the top. He will be taught to realize that he must enter the organization which employs him after graduation *as a beginner*, learning its practical details and its special technique just like any other beginner, and that the chief value of his college training will come only after the initial period of probation, in a more rapid promotion from routine work to a position of executive and administrative responsibility.

The work of the Courses, particularly in the later years, is definitely professional in outlook. The aim is to train students for business careers and for the teaching of business. *Consequently students who are looking toward some other profession or who have not chosen a vocation are advised to register in a Course leading to the degree of Bachelor of Arts instead of in a Commerce Course.* By proper planning it is possible to take the degree of B.A. in four years and the degree of B.Com. in a fifth year.

### Methods of Instruction

*The Problem Method.*—Given the aim of the Courses as stated above, the teaching method must correspond. Obviously the lecture and text-book method must be relied upon in order to cover ground rapidly and to give a broad knowledge of facts; and in a descriptive course where such acquaintance with facts is of primary importance, it is not unsatisfactory. But dogmatic presentation of facts and principles by an instructor, with the student a passive participant in the instruction, contributes little to mental training. As far as possible, therefore, and especially in the more advanced commerce courses, the attempt will be made to develop the principles underlying business and political activity by the use of problems and the inductive method.

It is assumed that practically all the work of a business executive can be reduced to the analysis of problems and the making of decisions. It is also assumed that in the solution of these problems

business men are not simply making hit or miss guesses, but rather are following a science based partly on precedent and custom and partly on natural and economic law. If these assumptions are correct, a more or less systematic body of principles underlying business activity can be built up by induction and the student can be given a training in the working out of business problems that will be an adequate preparation for his later career. The power of investigation and analysis can be developed and the habit of thinking systematically on business subjects can be cultivated. Hence in such courses as Marketing, Industrial Management, Business Finance, and Business Research, the student will have constantly presented to him, either by the Instructor or by practical business men, problems that have actually arisen in business. He will be required to analyse these problems, to seek out the relevant facts and discard the irrelevant, to weigh the factors involved, and to report conclusions in writing.

*Field Work.*—In addition to visits to plants in the city of Kingston *students in their final year must be prepared to undertake visits to neighbouring industrial cities for the purpose of inspecting industrial plants there.* The total cost of these visits need not exceed \$25.00.

*Thesis.*—Each student in his final year is required to undertake original work in the form of a thesis. As far as possible the student is allowed to follow his own interests in the selection of a thesis subject but to those who have not submitted a satisfactory subject by October fifteenth, one will be assigned arbitrarily. The thesis, bound in final form, must be submitted not later than *March thirty-first*. (Theses prepared during the summer must be submitted not later than *August thirty-first*.) In addition to being given instruction in business investigation and analysis, each student will be assigned to an adviser who will direct him. The completed thesis will be submitted to the Department for approval. It will be read by at least two members of the Department in addition to the adviser.

*Work during summer vacations.*—The long summer vacation in our Canadian Universities provides an excellent opportunity for combining practical experience with theoretic training. No University

can guarantee summer employment for its students but every assistance is given to students in the various faculties, by the University Employment Service, in securing suitable openings. By such summer work the student will prepare himself to derive the largest benefit from his instruction during the regular session. He will also be serving part of that inevitable apprenticeship in practical life which no theoretic training can render unnecessary. He will be acquainting himself with the atmosphere of business and gradually making his personal adjustments to his future field of service. Frequently also he will be able to utilize his summer work for the study of problems adapted to thesis purposes and for the forming of business relations that will prove of value in later life.



## OUTLINE OF B.COM. COURSES

### Admission

Entrance to any of the Courses will be governed, with slight modifications, by the general regulations for admission to the University.

A certificate of Pass Matriculation, covering *Latin, English, History, Mathematics*, and any two of the following: *Greek, German, French, Spanish or Italian, Experimental Science* (Physics and Chemistry) or *Agriculture*, will admit to the first year of the Course. Candidates may offer Part I, Commercial Certificate in lieu of Latin and Ancient History. Candidates with Honour Matriculation standing in not more than four subjects will be given *pro tanto* allowance but in not more than five subjects. Those presenting certificates in less than four will be granted credit only in subjects in which their Honour Matriculation standing is Class I.

For full particulars as to admission, consult the Calendar of the Faculty of Arts, 1934-35, pages 36-39, or address The Registrar.

### General Regulations

The requirements for the degree of Bachelor of Commerce, as for the degree of Bachelor of Arts, involve at least four years' work from Pass Matriculation. The unit is the *course*, involving three class attendances each week throughout the college session, with due library and laboratory assignments. A class meeting three times a week for one term is counted a half course. Twenty full courses, or their equivalent in half courses, are required for the degree. Of these, eleven are in economic and commerce subjects, and the remainder in general Arts work.

#### *Regulations Regarding Courses*

In addition to the regulations below, see General Regulations, Calendar of the Faculty of Arts, 1934-35, pp. 69-71.

Candidates for the degree of B.Com. who enter their third year in 1929-30 or later, must conform to Honours standards. They must

pass in twenty courses with a minimum of fifty per cent. in each general subject, and in each course or half course in Economics, Politics or Commerce numbered 10 or higher must make a minimum of fifty-five per cent. with an average of sixty-six per cent.

All candidates for the degree of B.Com. must have obtained at least second division standing in either Economics 1 or 4 before registering in more advanced courses in Economics.

Candidates who at the end of their third year have not attained an average of sixty-six per cent. in their advanced courses are advised to, and may be required to transfer to a pass course in Arts.

### *Attendance and Exercises*

1. Students are expected to hand in all essays and class exercises when due, and to be present at all lectures and laboratory periods.

If a student fails to attend seven-eighths of the lectures and laboratory periods of any course or if he fails to hand in such essay and exercises as are definitely required by the department,

(a) the department may reduce his final standing in the course by as much as 50 per cent.,

or,

(b) on the recommendation of the department the Board of Studies may withhold all credit for his examination until he has registered as an extramural student in the following summer and has satisfactorily completed the work assigned to him by the department (the fee for such summer work is \$10),

or,

(c) on the recommendation of the department the Board of Studies may require him at any time during the session to relinquish the course for the current academic year.

*A careful record of absences based on monthly reports from Instructors is kept at the Dean's Office.*

2. The December and April marks will be determined not merely by the results of examinations but also by the work of the whole

term or session, including consideration of class tests, examinations, attendance, and progress.

3. The faculty may at any time either during the term or after the close of the term require any student to withdraw from the University whose conduct, attendance, work, or progress is deemed unsatisfactory.

#### *Penalty for Failures and Low Grades*

4. A student who has failed to pass the examination in any course must repeat the attendance and examination in that course in his next year at the University if he intends counting it towards a degree.

5. A student who passes in only two whole courses or fewer out of four or five attempted in the final examinations will be considered to have failed in his year. Failure in the year will be determined by the results of the final examinations in December and April. A student who fails in his year will not have the privilege of the fall supplemental examinations.

6. A student who twice in his Course fails in a year's work will be asked to discontinue his Course.

7. A student who fails in his year will retain credit only in those subjects in which he has obtained at least second division.

8. A student who makes less than 30% on a subject in the final examination in December or April will not be permitted to write on the fall supplemental examination in that subject unless he takes it again in the Summer School.

9. Students whose standing for the first term is regarded as unsatisfactory will be asked to discontinue their Course for the rest of the year.

#### *Extra-mural Work*

Part of the work required for the degree of Bachelor of Commerce is offered extra-murally. Students are required to take, however, at least *nine* full courses or their equivalent in residence during the regular session or in the Summer School, if the courses are avail-

able then. The more technical part of the work must be done in attendance and it is necessary to spend *at least* one full year at the University. Normally two years are required.

### **Fees**

The sessional fees (including Registration, Tuition, Library, Examinations, Health Insurance, Union, Faculty Societies, Athletics, Alma Mater and Journal) are \$120 for the first and second years—the same as required for other students in Arts—and \$135 for the third and fourth years.

## PRESCRIPTION OF COURSES

All students who are candidates for the degree of B.Com. are required to take three consecutive courses either in Mathematics *or* in a Modern language. If Spanish is the option chosen, Spanish A or 1 must be taken in the first year.

Courses which have the letter "a" added to the number of the courses are half-courses given in the first term. Those which have "b" after the number of half-courses given in the second term. All others are full courses.

### 1. General Business Course.

<i>First Year</i>	<i>Second Year</i>
English 1	English 2
French 1	French 2
<i>or</i> German A or 1	<i>or</i> German 1 or 2
Mathematics 1	<i>or</i> Spanish 1 <i>or</i> 2
Science (one course)	<i>or</i> Mathematics 2
One other general course which must be a language or a science.	Economics 1
	Politics 2
	<i>or</i> History 1, 2 or 3
	Economics 4
<i>Third Year</i>	<i>Fourth Year</i>
One additional course in French	Commerce 50a
<i>or</i> in German	Commerce 52
<i>or</i> in Spanish	Commerce 54
<i>or</i> in Mathematics	Economics 23b (11b)
Commerce 60	Commerce 59 (Thesis)
Commerce 63	*One full or two half-courses, in
Economics 11a (19b)	Economics, Commerce or Mathe-
Economics 12 (25a, 23b)	matics 7b.
*One half-course in Economics or	
Commerce, or Mathematics 7b	

\*Options selected must be approved by the Director.

## 2. Accounting and Auditing

1. Courses of Instruction of the Institute of Chartered Accountants of Ontario.

By arrangement with the Institute Queen's University gives the only authorized courses of instruction for articled students preparing for the Primary, Intermediate, and Final Examinations for the degree of C.A. These courses are conducted by correspondence. For further information apply to The Registrar, Institute of Chartered Accountants of Ontario, or the Director of Accounting Courses, Queen's University.

2. This option should be taken by those contemplating Accountancy as a profession.

Students in this Course will take the first two years as outlined under the General Business Course but will substitute Commerce 63 for Politics 2 in the second year.

<i>Third Year</i>	<i>Fourth Year</i>
One additional course in French	Commerce 50a
or in Mathematics	Commerce 52
or in German	Commerce 54
or in Spanish	Commerce 59
Economics 11a (19b)	Commerce 66a
Economics 12 (25a, 23b)	Commerce 67b
Commerce 64a	
Commerce 65b	
Commerce 60	
*One half-course in Economics or Commerce or Mathematics 7b	*One half-course in Economics, Commerce or Mathematics 7b.

\*Options must be approved by the Director.

The Institute of Chartered Accountants of Ontario will grant the following privileges to holders of the Degree of B.Com., Accounting Option, from Queen's University:—

- (1) Exemption from the first (Primary) of their three Examinations.



- (2) Exemption from their First and Second year courses of instruction.
- (3) Deduction of two years from the five years of practical experience in a Chartered Accountant's office ordinarily required.

Graduates other than those in Commerce are exempted from one year's service in the office of a practising Chartered Accountant.

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### COMMERCIAL SPECIALIST CERTIFICATES

Students wishing to have their standing accepted for the Commercial Specialist Certificate of the Department of Education should include in their optional courses Economics 64a, Mathematics 7b.

Regulations of the Department of Education regarding the Commercial certificates are as follows:

(1) Elementary: Candidates who pass the prescribed examinations in the subjects of the Elementary Commercial Course will be granted Interim Elementary Commercial Certificates valid for two years in a Public, Separate, High or Continuation School, provided they are otherwise qualified to teach in such schools.

(2) Specialist: Candidates (1) who hold certificates qualifying them to teach in a High School, and (2) who pass the examinations prescribed for the Elementary Commercial Certificate, and (3) who pass the prescribed examinations in the subjects of the Commercial Specialist Course, and beginning with 1933 (4) who pass the written examination and practice teaching as prescribed by the College of Education for a Specialist's Certificate will be granted Interim Certificates as Commercial Specialists valid for two years in a High or Continuation School or Collegiate Institute.

(Note). Candidates who have satisfactory standing in subjects taken at a University which are deemed by the Department of Education to be the equivalent of subjects in the Commercial Courses will be granted standing in such subjects on application to the Department.

The subjects of the Departmental examinations are as follows:

Elementary:

- Shorthand Theory
- Shorthand Practice and Transcription
- Typewriting
- Business Correspondence and Filing
- Office Practice and Business Papers
- Bookkeeping
- Business Law
- Penmanship
- Business Arithmetic.

Of these, exemption from Business Law may be given by the Department of Education, on the recommendation of the University, to students who have passed Commerce 60 with good standing at the University.

Specialist:

- Arithmetic of Investment
- Accountancy Theory
- Accountancy Practice
- Money and Banking
- Theory of Economics
- Economic Geography
- History of Commerce and Industry.



## Courses Offered in Present and Succeeding Sessions

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### Economics

- Econ. 1\* Introduction to Economics.
- Econ. 3 Economics for Applied Science Students.
- Econ. 4\* Descriptive Economics.
- Econ. 10b Introduction to Accounting.
- Econ. 11a (19b) Introduction to Statistics.
- Econ. 12\* (25a, 23b) Money, Banking and International Trade.
- Econ. 13a Public Finance.
- Econ. 14\* Economic History and Geography.
- Econ. 15\* Modern Economic Theory.
- Econ. 16t International Economic Policies.
- Econ. 17 Economic History of Canada and the United States.
- Econ. 20\* Business Cycles and Monetary Theory.
- Econ. 21\* Applied Economics.
- Econ. 22 Problems of the Economic Order.
- Econ. 24 Corporation Finance.
- Econ. 26b Business Cycles.
- Econ. 27b Tariff and Tariff Problems.

### Politics

- Pol. 2\* Introduction to Politics.
- Pol. 30\* Canadian Government.
- Pol. 32\* Political Theory.
- Pol. 33 English Constitutional History and Law.
- Pol. 34\* International Law and Organization.
- Pol. 35\* The British Commonwealth of Nations.

### Commerce and Administration

- Com. 50 Industrial Management.
- Com. 52\* Principles of Marketing.
- Com. 53 Marketing, Foreign.
- Com. 54\* Business Finance.
- Com. 55 Investments.
- Com. 57 Business Statistics.
- Com. 59\* Business Investigation and Research.
- Com. 60\* Commercial Law.
- Com. 63\* Elements of Accounting.
- Com. 64 Intermediate Accounting.
- Com. 65 Intermediate Accounting.
- Com. 66 Cost Accounting.
- Com. 67 Auditing.

\*Full courses.

The above courses are given in the Department of Economics. Attention is also called to Mathematics 7b, Mathematics of Investment, given by the Department of Mathematics.

## ECONOMICS 1. INTRODUCTION TO ECONOMICS.

A general discussion of the principles governing the production, consumption, exchange and distribution of wealth, and the application of economic principles to such concrete problems as money, banking, taxation, trusts, the tariff, and the labor movement.

Text-book:—

Garver and Hansen, *Principles of Economics* (Ginn).

Monday, Wednesday, and Friday at 8.

Professors Curtis and McQueen.

## POLITICS 2. INTRODUCTION TO POLITICS.

An approach to the study of the state, its nature, activities, and international relations, and a comparative study of governments, particularly those of Great Britain, the United States and the British Dominions.

Text-books:—

Morris, *History of Political Ideas* (Christophers).

Joad, *Modern Political Theory* (Oxford).

Mill, *Essay on Liberty and Representative Government* (Everyman).

Bagehot, *The English Constitution* (Kegan Paul).

Ilbert, *Parliament* (Home University Library).

Read, *International Relations* (American Foundation Society, N.Y.).

Monday, Wednesday, and Friday at 10.

Professor Rogers.

## ECONOMICS 3. ECONOMICS FOR APPLIED SCIENCE STUDENTS.

## ECONOMICS 4. DESCRIPTIVE ECONOMICS.

A comprehensive study of the development of modern industry, its organization and resources.

Text-books:—

Whitbeck and Finch, *Economic Geography* (McGraw-Hill).

Bartholomew, *School Economic Atlas* (Oxford).

Knowles, *Economic Development in Nineteenth Century* (Routledge).

Reference Books:—

Knight, Barnes and Flugel, *Economic History of Western Europe* (Houghton-Mifflin).

Mantoux, *Industrial Revolution in England* (Jonathan Cape).

Knowles, *Industrial and Commercial Revolutions in Great Britain* (Routledge).

Tuesday, Thursday, and Saturday at 9.

Professor Knox.

**ECONOMICS 10b. INTRODUCTION TO ACCOUNTING.**

A course in which accounting is introduced as a special type of the quantitative method of analysis. The aim of the course is to give the student an understanding of the principles of accounting and of the methods of summarizing accounting information in periodic balance sheets and income statements,—an understanding sufficient to permit the student to use accounting methods as a tool in economic analysis. The course is not intended to prepare the student for practical work in accountancy.

Text-book:—

Rorem, *Accounting Method* (University of Chicago Press).

*Monday, Wednesday, and Friday at 2.*

Professor Curtis.

**ECONOMICS 11a (19b). INTRODUCTION TO STATISTICS.**

A course in the collection, analysis, and charting of statistical data. Special attention will be given to graphic and diagrammatic presentation.

Text-book:—

Chaddock, *Principles and Methods of statistics* (Houghton-Mifflin).

*Monday, Wednesday, and Friday at 2.*

Mr. Macpherson.

**ECONOMICS 12, (25a, 23b). MONEY, BANKING AND INTERNATIONAL TRADE.**

A general survey of the modern financial system. Money and credit, commercial banks, investment banks, trust companies, savings banks, loan and mortgage companies, co-operative credit institutions, stock exchanges and the other institutions which make up the present financial structure, will be studied with a view to ascertaining the functions which they perform, their relations to one another and to the economic system as a whole. A brief comparative study of the commercial banking systems of England, Scotland, France, Germany, United States, and Canada will also be made. Theory of international trade, foreign exchanges, international price changes, and tariff problems.

Texts:

Dunbar, *The Theory and History of Banking* (G. P. Putnam's Sons, New York and London).

The Canadian Bank Act.

*Report of the Royal Commission on Banking and Currency in Canada, 1933* (King's Printer).

Burgess, *Federal Reserve Banks and the Money Market* (Harpers).

Taussig, *International Trade*, (Macmillan).

Extra-mural students should also obtain

Moulton, *Financial Organization of Society* (The University of Chicago Press).

Lehfeldt, *Money* (Oxford Univ. Press).

*Tuesday, Thursday, and Saturday at 8.*

Professor Knox.

#### ECONOMICS 13a. PUBLIC FINANCE.

A study of the problems of government finance.

Text-book:

Lutz, *Public Finance* (Harcourt Brace).

*Monday, Wednesday, and Friday at 2.*

Professor Curtis.

#### ECONOMICS 14. ECONOMIC HISTORY AND GEOGRAPHY.

An Honours course to be offered as part of a minor in Political and Economic Science. Students will attend the lectures in Economics 4.

Assigned Readings.

#### ECONOMICS 15. MODERN ECONOMIC THEORY.

A discussion course based on Cassell and Marshall. The general history of economic thought since Adam Smith will be included.

Text-books:—

Gide and Rist, *History of Economic Doctrines* (Heath).

Marshall, *Principles of Economics* (Macmillan).

Cassell, *Theory of Social Economy* (Harcourt Brace).

*Tuesday and Thursday at 2.*

Professor McQueen.

#### ECONOMICS 16t. INTERNATIONAL ECONOMIC RELATIONS.

Theory of international trade and tariffs, history of international economic relations since the industrial revolution; current problems. (Two hours).

Text-books:—

Taussig, *International Trade* (Macmillan).

Angell, *Theory of International Prices* (Harvard University Press).

Ohlin, *Interregional and International Trade* (Harvard University Press).

*Tuesday at 3.*

Professor Knox.

#### ECONOMICS 17. ECONOMIC PROBLEMS IN THE DEVELOPMENT OF CANADA AND THE UNITED STATES.

A lecture course (one hour each week) devoted to interpretation of the economic development of new communities.

*Wednesday at 10.*

Professor McQueen.

## ECONOMICS 20. BUSINESS CYCLES AND MONETARY THEORY.

A seminar course dealing with the economic problems of a dynamic society with special attention to monetary factors. (*Four hours*).

## Text-books:—

- Keynes, *A Treatise on Money* (Harcourt, Brace & Co.).  
 Mitchell, *Business Cycles* (National Bureau of Economic Research).  
 Robertson, *Banking Policy and the Price Level* (P. S. King & Son)  
 Hayek, *Prices and Production* (Routledge).  
 Hayek, *Monetary Theory and the Trade Cycle* (Cape).

*Hours to be arranged.*

Professor McDougall.

## ECONOMICS 21. APPLIED ECONOMICS.

A study of the application of economic analysis to the problems of public finance, of transportation, population, monopolies and labour

## Text-books:

- Pigou, *Economics of Welfare* (Macmillan).  
 Dalton, *Principles of Public Finance* (Routledge).  
 Assigned Readings.

*Hours to be arranged.*

Professor Curtis.

## ECONOMICS 22. SOCIALISM.

A lecture course (one hour each week).

*Hours to be arranged.*

Professor Knox.

## ECONOMICS 23b. ECONOMIC PROBLEMS.

This course is designed for students in Commerce but is open also to Pass students. A more detailed and fundamental consideration will be given to the problems taken up in Economics 1. The course should be taken in the fourth year.

Prerequisites: Economics 1 and 4.

Assigned Readings.

*Tuesday, Thursday, and Saturday at 11.*

Professor Knox.

## ECONOMICS 24. CORPORATION FINANCE.

A lecture course (one hour each week) on the chief problems of corporation finance.

*Hours to be arranged.*

Professor Curtis.

## ECONOMICS 26b. BUSINESS CYCLES.

A course for Commerce and qualified Pass students in the economics of business fluctuations.

## Text-book:

- Mitchell, *Business Cycles* (National Bureau of Economic Research).  
*Tuesday, Thursday, and Saturday at 9.*

Professor McQueen.



## POLITICS 30. CANADIAN GOVERNMENT AND CONSTITUTIONAL LAW

(Offered in 1935-36 and in alternate years).

A critical and historical study of the governmental institutions of Canada and of the British North America Act in particular.

Text-books:—

Dawson, *Constitutional Issues in Canada* (Oxford).

Assigned Readings.

Selected Cases from Cameron, *The Canadian Constitution and the Judicial Committee*.

## POLITICS 32. POLITICAL THEORY (Offered in 1934-35 and in alternate years).

A study of modern political theory, mainly English.

Basic Reading:—

Rousseau, *The Social Contract* (Everyman).

Green, T. H., *Theory of Political Obligation*.

Bentham, *Fragment on Government*.

Austin, *Province of Jurisprudence Determined*.

Duguit, *Law in the Modern State*.

Laski, *Authority in the Modern State*.

Laski, *Communism* (Home University Library).

MacIver, *The Modern State*.

Laski, *Communism* (Home University Library).

Cole, *Guild Socialism Re-stated*.

Barnes, *Fascism* (Home University Library).

Monday, Wednesday, and Friday at 9.

Professor Rogers.

## POLITICS 33. ENGLISH CONSTITUTIONAL HISTORY AND LAW.

A lecture course (one hour each week) devoted to a few of the more important phases of the subject.

Thursday at 2.

Professor Rogers.

## POLITICS 34. INTERNATIONAL LAW AND ORGANIZATION (Offered in 1935-36 and in alternate years).

Text-books:—

Mower, *International Government* (Heath).

Pitt Cobbett, *Leading cases on International Law* (Stevens and Haynes).

Assigned Readings.

Professor Rogers

## POLITICS 35. THE BRITISH COMMONWEALTH OF NATIONS.

A study of the political problems of the countries making up the British Commonwealth of Nations.

Egerton, *Federations and Unions of the British Empire* (Oxford).

Elliott, *The New British Empire* (McGraw-Hill).

## Assigned Readings.

*Tuesday, Thursday, and Saturday at 11.*

Professor Rogers.

## COMMERCE 50a. INDUSTRIAL MANAGEMENT.

A study of the problems facing the industrial manager in the internal arrangement of the factors of production and in the relationships of the business to its social environment.

Lansburgh, *Industrial Management* (Wiley).

Tead and Metcalf, *Personnel Administration* (McGraw-Hill).

Donald, *Handbook of Business Administration* (McGraw-Hill).

Clark, *Social Control of Business* (University of Chicago Press).

*Monday, Wednesday, and Friday at 10.*

Professor McDougall.

## COMMERCE 52. PRINCIPLES OF MARKETING.

A study of marketing functions, organization and policies from the standpoint of the economist and the business man. The study will be based upon specific problems derived as far as possible from Canadian experience.

Copeland, *Problems in Marketing* (McGraw-Hill).

*Monday, Wednesday, and Friday at 9.*

Mr. Currie.

## COMMERCE 54. BUSINESS FINANCE.

This course is concerned with the financial manager's task in a going business enterprise. It deals with financial policies and practices; the sources of capital funds, and with the management of the financial function in business administration. The viewpoint stressed is that of the enterprise itself.

Prerequisites—Economics 12 and Commerce 63.

Lincoln, *Applied Business Finance* (McGraw-Hill).

Mead, *Corporation Finance* (Appleton).

Dewing, *Financial Policy of Corporations* (Ronald Press).

Guthman, *Analysis of Financial Statements* (Prentice-Hall).

*Monday, Wednesday, and Friday at 11.*

Professor McDougall.

## COMMERCE 55b. INVESTMENTS.

A study of the various forms of investments with reference to their suitability for the different types of investors. The money market, the financial factors which influence the price movements of securities, elements of sound investment, will be among the topics discussed. The viewpoint is that of the investor.

McKague, *Investments* (Ryerson).

Badger, *Investment Principles and Practice* (Prentice-Hall).

*Monday, Wednesday, and Friday at 10.*

Professor McDougall.

## COMMERCE 59. BUSINESS INVESTIGATION AND RESEARCH.

A study of the methods and problems of economic and business investigation and analysis. After some preliminary instruction in methods, the student will devote at least half the time of the course to the preparation of a thesis. Instruction with problems and reports on special aspects of business investigation will continue throughout the year.

*Tuesday, Thursday, and Saturday at 11.*

Professor Curtis.

## COMMERCE 60. COMMERCIAL LAW.

A study of the elements of Commercial Law, including the General Principles of the Law of Contract and the law relating to Sale of Goods, Negotiable Instruments, Agency, Insurance, Carriage of Goods, Partnerships, Companies, and Bankruptcy as affecting Business Contracts.

## General Reading:

Jenks, *Book of English Law* (John Murray).

Stevens, *Mercantile Law* (Butterworth).

## Special topics:

Anson, *Law of Contracts* (Clarendon Press).

Caporn, *Cases on Contract* (Stevens and Sons).

Chalmers, *Sale of Goods* (Butterworth).

Falconbridge, *Law of Negotiable Instruments in Canada*  
(Ryerson).

Pollock, *Digest of the Law of Partnership* (Stevens and Sons).

Fraser, *Handbook on Canadian Companies* (Carswell).

Dominion Companies Act.

Ontario Companies Act.

*Monday, Wednesday, and Friday at 8.*

Professors Smalls and Walker.

## COMMERCE 63. ELEMENTS OF ACCOUNTING.

An elementary study of the principles of accounting. It will involve exercises and problems, and practice in keeping an actual set of books, and will lead to the preparation of Trading and Profit and Loss Statements, from the Trial Balance of a private firm. It includes also a consideration of special features in accounts of limited companies, reserves, and reserve funds, consignments, single entry, branch accounts, departmental accounts, manufacturing accounts, etc.

Smalls and Walker, *Accounting Principles and Practice* (Ryerson).

*Monday, Wednesday, and Friday at 11.*

Professor Walker.



## COMMERCE 64a. INTERMEDIATE ACCOUNTING.

A course in which the studies of Economics 63 are carried to a more advanced stage. Particular attention is paid to problems peculiar to incorporated companies, e.g., treatment of shares without par value, amalgamations, holding companies and reconstructions.

## Reading:

Smalls and Walker, *Accounting Principles and Practice* (Ryerson).  
Ferguson and Crocombe, *Limited Companies and Their Accounts* (Pitman).

Cropper, *Accounting* (Macdonald and Evans).

*Tuesday, Thursday, and Saturday at 10.*

Professor Smalls.

## COMMERCE 65b. INTERMEDIATE ACCOUNTING.

This course is virtually a continuation of 64a. Special topics discussed include executorship and trustee accounting, and accounts in bankruptcy.

Reading: As for Economics 64a, and in addition:

The Succession Duty Act (R.S.O. 1927, Cap. 26).

Kingsford, *Executors and Administrators in Ontario* (Carswell).

Hawkins, *Bookkeeping for Executors and Trustees* (Gee & Co. (Publishers), Ltd.).

*Tuesday, Thursday, and Saturday at 10.*

Professor Smalls.

## COMMERCE 66a. COST ACCOUNTING.

This course presents the principles and methods of cost accounting.

Eggleston and Robinson, *Business Costs* (Appleton).

Sanders, *Problems in Industrial Accounting* (McGraw-Hill).

Greer and Willcox, *Problems in Cost Accounting* (McGraw-Hill).

*Tuesday, Thursday, and Saturday at 9.*

Professor Smalls

## COMMERCE 67b. AUDITING AND INTERNAL CHECK.

A study of systems of internal check, the functions of internal and external auditors, audit procedure generally, the audit of the accounts of limited liability companies and of accounts relating to selected types of business undertakings.

Reading: Smalls, *Auditing* (Pitman).

Jackson, *Audit Working Papers* (American Institute of Accountants Foundation).

The Income (War) Tax Act 1917, and amendments.

*Tuesday, Thursday, and Saturday at 9.*

Professor Smalls.

## Scholarships

*P. D. Ross Scholarship in Commerce.*—Through the generosity of Mr. P. D. Ross, LL.D., of Ottawa, a scholarship of \$150 is available solely for students registered in the Courses in Commerce and Administration. It is awarded on the basis of the third year's work in these Courses, provided that the candidate is taking at least four full courses or their equivalent in the "Special Subjects" in Commerce and Administration and is one year from the date of his graduation in Commerce. It is tenable during the student's fourth year, if it is taken intra-murally.

As this scholarship is not endowed, it can be awarded only so long as the donor continues his contribution.

*General.*—In addition to the above, Commerce students are eligible for the other scholarships and prizes awarded in the Faculty of Arts in the subjects included in their Courses.

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## Further Information

For further particulars of the Courses, or copies of the Calendar of the Faculty of Arts, address The Registrar, Queen's University, Kingston.







